



## **CORDELIA A. GREENE LIBRARY OPEN MEETINGS POLICY**

In accordance with New York State's Open Meetings Law, as well as Education Law Title 1, Article 5, Section 260a, Cordelia A. Greene Library ("the Library") opens their Board of Trustee ("the Board") meetings to the general public. Closed, or executive, sessions may be called as a portion of the open meeting and appropriate business transacted therein.

The Board meets at 7:00pm on the third Monday of each month, except in July and December, at the Library. When there is a change to the meeting time, day or location it will be published as required.

The minutes of the open meeting and any executive sessions are posted on the Library's website and are also available upon request. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon along with the resulting vote. Minutes of an executive session consist of a record or summary of the final determination of any action taken and the resulting vote.

The following procedure will be used for public participation in the Library Board Meeting:

- Any person wishing to address the Board must submit a written request to be placed on the agenda. Requests must be received via fax, email or in person delivery at least 48 hours in advance of the board meeting.
- Persons must declare the topic to be addressed and required speaking time. No more than 30 minutes of any board meeting will be dedicated to public participation.
- The board may, at its discretion, reply to the presentation, table the matter or take it under consideration for a future meeting.
- Persons not on the agenda will be allowed to speak at the discretion of the board.